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To: Michael Bridges  
Undersecretary

From: Susan Pellegrin  
Human Resources Director

Subject: SCHR Recommendations

Date: March 24, 2009

BY \_\_\_\_\_ DATE \_\_\_\_\_  
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BY \_\_\_\_\_ DATE \_\_\_\_\_

1. To approve the Crescent City Connection Division's request to extend the cap of the Career Progression Group (CPG) for Police Officer 2-A (PS 108) to Police Officer 3-A (PS 109) based on the complexity of duties and responsibilities, as well as to provide further advancement opportunities for current staff. The requested job title is Non-Delegated and will, therefore, be submitted to Civil Service for allocation.
2. To deny the Office of Operations' request to grant a 14% lump sum payment to Deidre Hill, Engineering Technician 2 (TS 304), for duties performed from December 29, 2008 until February 29, 2009 in the absence of the Assistant Secretary of Operations' assigned Administrative Assistant 6 (AS 614). The SCHR did, however, recommend approving a 5% lump sum payment, which is more appropriate according to Civil Service guidelines for Optional Pay Adjustments.
3. To take no action on the Office of Coastal Protection and Restoration's request to establish a new Engineering Technician DCL (TS 312) to serve as the Section's technical expert for the review of permit requests for water resources. This request will be deferred to Civil Service for allocation.
4. To rescind a retroactive detail for Jody Richard, Highway Foreman 1 (WS 215), who had been placed in a Parish Highway Maintenance Superintendent position retroactively based upon duties performed from June 22, 2008 until November 7, 2008. After receiving additional information from the Baton Rouge District Administrator regarding Mr. Richard's specific job duties in the absence of the Superintendent, optional pay is the more appropriate tool to reward Mr. Richard for performing these additional duties. In order to compensate him for the additional duties performed from June 22, 2008 until November 7, 2008, the SCHR recommended granting a 5% lump sum payment for the amount earned during this period.

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5. To request from the Civil Service Commission an individual pay adjustment for K.C. Chuunnaigit, Auditor 4 (AS 618), in the amount of \$386.28. As part of the Fiscal Series job study, Ms. Chuunnaigit's position was job corrected from Auditor 3 (AS 617), which is FLSA Non-Exempt, to Auditor 4 (AS 618), which is FLSA Exempt. The effective date of the job correction was made retroactively to July 1, 2008; Ms. Chuunnaigit had been compensated as a Non-Exempt employee for overtime duties performed after this date, and was required to reimburse the Department. DOTD management was unaware at that time of the effect the job correction would have on the overtime compensation earned. DOTD's pay policy does not provide an option to rectify this situation; HR advised that an individual pay adjustment request under Civil Service Rule 6.16.c would be most appropriate, and the SCHR concurred with HR's recommendation. An official request will be submitted to Civil Service for inclusion at the next available CS Commission meeting.
6. To amend PPM #52, DOTD Pay Policy, to reflect language added to require that critical job vacancies posted with a 10% pay adjustment incentive specify that an employee may receive "up to" a 10% adjustment. This revision also adds language requiring appointing authorities to review current salaries of other employees in order to determine whether any pay disparity issues would result due to this pay adjustment.
7. To amend PPM #34, Grievance Procedure, to reflect changes to the Grievance form as well as to adjust language to further clarify summary disposition of grievances.

The SCHR members were informed of the Department's Planned Vacancy procedures. HR will review current vacant positions and present the SCHR with a recommendation to reduce the number of long-standing vacancies at the April meeting. Additionally, the SCHR requested that HR research the Department's prior use of TO overhires and present any pertinent information in April.

Finally, HR presented information to the SCHR on the potential removal of DOTD's exception to pay cuts for employees taking voluntary demotions. HR will research a number of specific situations involving voluntary demotions and update the SCHR at the April meeting.

Your favorable approval of the above recommendations will be appreciated. Should you have any questions, please contact me.